



## Other Departure Information

**Insurance Refund: You will not receive a refund if you leave WOU after the term has begun or if you have any pending claims on your insurance account.** If you receive an insurance refund, the refund will be refunded back to the credit card which it was paid, or as a check which will be mailed to the forwarding address you wrote on the front of this form.

**Note:**

- **Optional Practical Training (OPT)** students that wish to continue health insurance during their OPT employment need to send an e-mail to Ambre Plahn at **plahna@wou.edu** at the beginning of EVERY academic term you wish to receive coverage. The bill will need to be paid at the WOU Cashier in the Administration Building, or through WolfWeb.
  
- **Academic Training (AT)** students are required by US immigration law to have health insurance at all times during their program. AT students will need to remember to send an e-mail to Ambre Plahn **plahna@wou.edu** at the beginning of EVERY academic term during Academic Training. The bill will need to be paid at the WOU cashiers office, or through WolfWeb. If a J visa holder wishes to switch to a different insurance company, proof of other insurance meeting the requirements of (22 CFR 514.14) must be shown to the ISSA office.

**Time allowed to depart the United States**

- F-1 students who have completed their program or graduated have 60 days to apply for OPT, continue onto a different education level, change their status, or prepare to depart the US.
- J-1 students and scholars have 30 days after the program end date to depart the US or change their status.
- Students with Authorized Early Withdrawal have 15 days to depart the US.
- Student who will take a Leave of Absence will have 15 days to depart the U.S. The student will need to contact an international student advisor at least 30 days before the visa renewal appointment, or 30 days before the start of the next term to have their SEVIS record reactivated for reentry. If a student has not been attending classes full-time for 5 months or more, the student will need to apply for a new initial I-20 and apply for a new visa abroad.
- Students who have not maintained status and had their SEVIS record terminated must either apply for reinstatement or depart the U.S. within 72 hours of termination.

***Please make an appointment with an International Student Advisor if you have any questions.***

**For ISSA Office use only:**

- Update Excel document
- Check SHADEGR to Confirm Graduation Date: \_\_\_\_\_
- SEVIS Transfer/Termination/Completion Date: \_\_\_\_\_
- Banner Updated (Address CU&PR and Comments)
- Remove from e-mail distribution list
- Mark file label as "OPT" or "PAST" with final term/year that student attended WOU
- If marked "Past": Remove and shred old correspondences, letter requests, extra copies, etc
- ▶ If all boxes are complete, file student's folder in the appropriate cabinet